

HAZEM ZAKI

BACHELOR OF COMMERCE - ACCOUNTING

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Riyadh, Saudi Arabia

About Me

As an accounting graduate from John Molson School of Business (Concordia University) and a real estate broker, I have gained experience in sales, business analysis, negotiation, leadership, and teamwork. I am a hardworking, ambitious and driven individual who is committed to delivering high-quality results. I am a quick learner, a problem-solver, and I thrive in a fast-paced environment.

Experience

Royal LePage 2021 - Present

Real estate broker

Licensed professional helping clients buy, sell, and rent properties. Intermediary between buyers and sellers, facilitating transactions and providing guidance and expertise throughout the process. Responsible for marketing properties, negotiating offers, preparing contracts and legal documents, and providing advice on real estate investment strategies. Manage database of clients while focusing on customer satisfaction and ensuring continuous service enhancement. Won the Gold's President Award - Top 15% in Canada.

BGIS 2022-2023

Tenant services coordinator

Dedicated and proactive Tenant Services Coordinator with a demonstrated ability to provide exceptional customer service and support to tenants within commercial properties. Experienced in managing tenant relations, resolving issues, and ensuring a positive tenant experience. Skilled in coordinating maintenance requests, organizing tenant events, and effectively communicating with property owners and stakeholders. Detail-oriented and well-versed in lease agreements and property management policies. Strong organizational and multitasking abilities, with a commitment to delivering high-quality tenant services.

Royal Bank of Canada 2020 - 2021

Client advisor

Customer service representative responsible for a variety of tasks related to financial transactions, while providing information about bank products and services to customers. Ensuring that all transactions are processed accurately and efficiently. Adhere to strict security procedures and regulations to prevent fraud and protect customer information.

Bombardier Aviation - 2020 (Internship)

Analyst, project control & digital strategy

Experienced project control analyst with strong analytical skills and a comprehensive understanding of project management. Proven ability to monitor project performance, analyze data, and optimize outcomes. Detail-oriented and adept at multitasking in fast-paced environments. Excellent communicator and collaborator with a focus on delivering projects on time and within budget.

Education




May 2022

Concordia University, Montreal

Bachelor of Commerce

Undergraduate degree in Accounting from John Molson School of Business. Participated in Model UN conferences. Won the award for advocacy & leadership.

Languages

English 
French 
Arabic 

Expertise

- Sales / Negotiation
- Leadership
- Analysis

Reference

Sawsan Mardini
Branch Manager at RBC
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